

Grant Summary Report
Grant Transaction Detail Report

Investigator Reference

2026

VILLANOVA UNIVERSITY

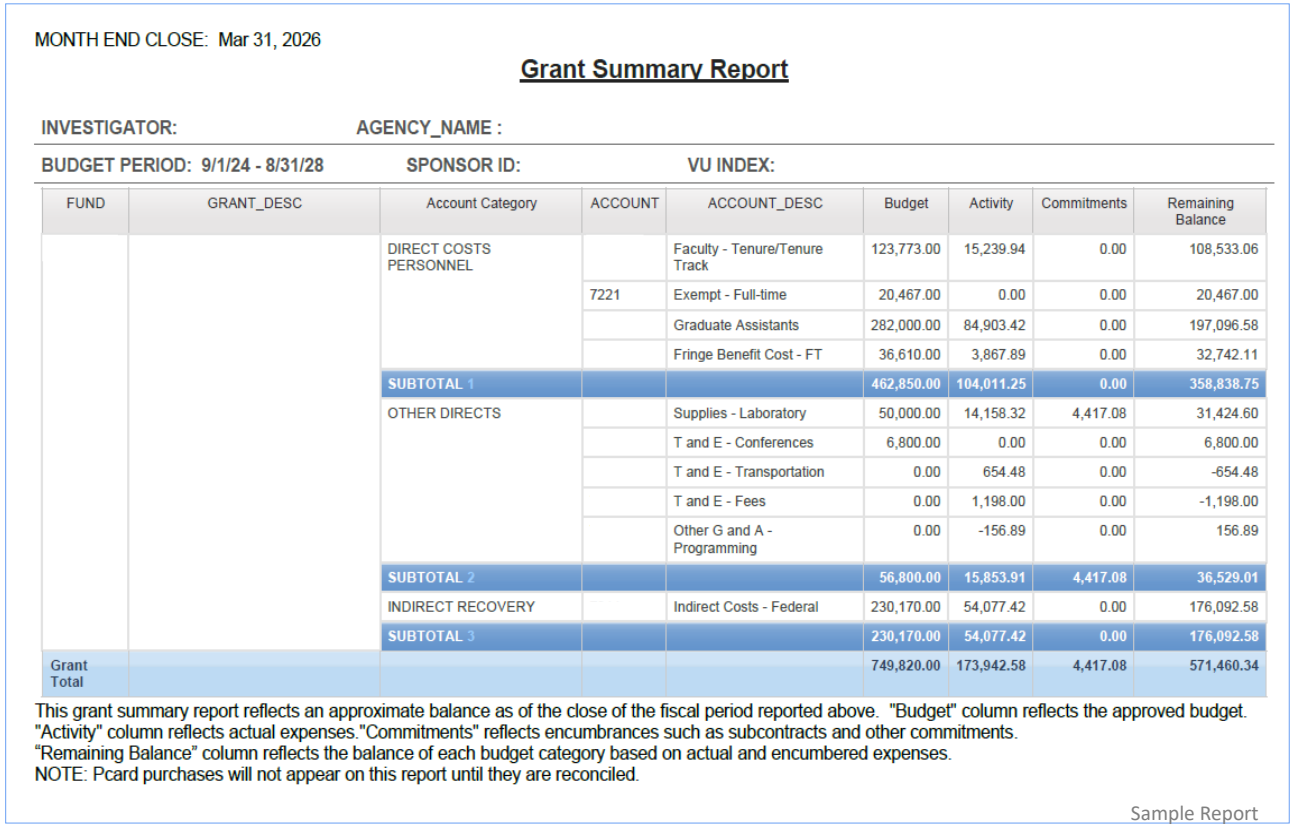
GRANT SUMMARY REPORT

The Grant Summary Report is generated monthly from Banner General Ledger account balances. It tracks the financial activity of the awarded grant, detailing budgeted amounts versus actual spending. The document helps Investigators manage project finances to ensure they stay within the approved budget.

The Grant Summary Report is a tool to equip the PI and Co-PI(s) with the information needed to:

- Monitor Spending
- Track Expenses
- Identify Errors
- Ensure all expenses are consistent with University, federal, and sponsor-specific policies

Grant Summary Reports are emailed to the Lead PI of a project each month. At the time of proposal, the PI and any Co-PIs certify that they agree to "*use funds for the intended purpose as outlined in the scope of work, budget, and budget justification and* ***monitor financial reports*** *to ensure posted expenses are correct and allocable to the project*." These reports are intended to assist in that process.



MONTH END CLOSE: Mar 31, 2026

Grant Summary Report

INVESTIGATOR: AGENCY_NAME :

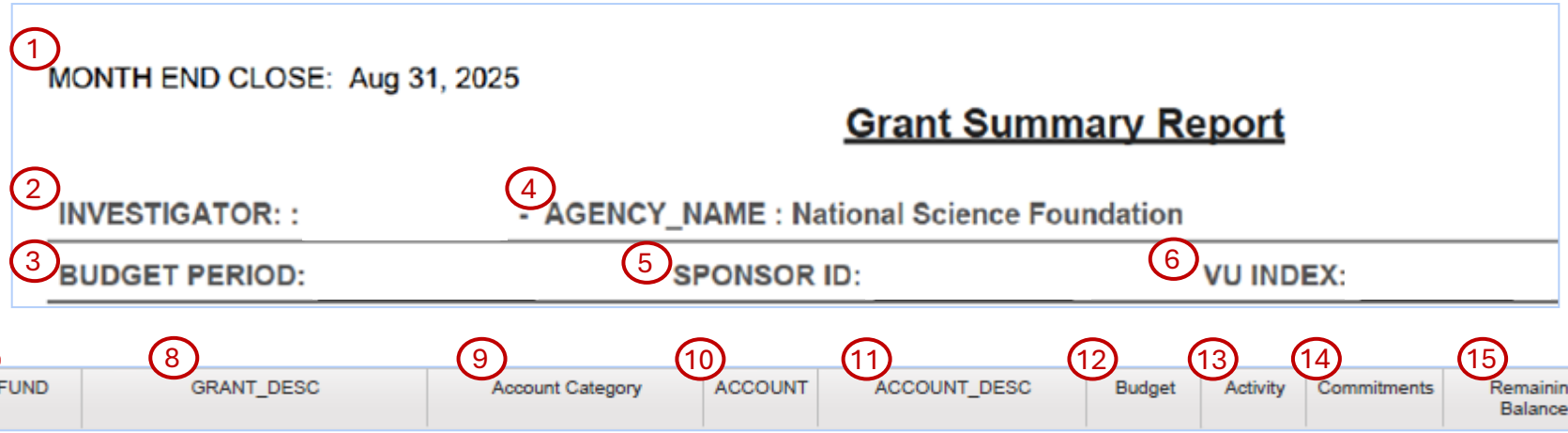
BUDGET PERIOD: 9/1/24 - 8/31/28 SPONSOR ID: VU INDEX:

FUND	GRANT_DESC	Account Category	ACCOUNT	ACCOUNT_DESC	Budget	Activity	Commitments	Remaining Balance
		DIRECT COSTS PERSONNEL		Faculty - Tenure/Tenure Track	123,773.00	15,239.94	0.00	108,533.06
			7221	Exempt - Full-time	20,467.00	0.00	0.00	20,467.00
				Graduate Assistants	282,000.00	84,903.42	0.00	197,096.58
				Fringe Benefit Cost - FT	36,610.00	3,867.89	0.00	32,742.11
		SUBTOTAL 1			462,850.00	104,011.25	0.00	358,838.75
		OTHER DIRECTS		Supplies - Laboratory	50,000.00	14,158.32	4,417.08	31,424.60
				T and E - Conferences	6,800.00	0.00	0.00	6,800.00
				T and E - Transportation	0.00	654.48	0.00	-654.48
				T and E - Fees	0.00	1,198.00	0.00	-1,198.00
				Other G and A - Programming	0.00	-156.89	0.00	156.89
		SUBTOTAL 2			56,800.00	15,853.91	4,417.08	36,529.01
		INDIRECT RECOVERY		Indirect Costs - Federal	230,170.00	54,077.42	0.00	176,092.58
		SUBTOTAL 3			230,170.00	54,077.42	0.00	176,092.58
Grant Total					749,820.00	173,942.58	4,417.08	571,460.34

This grant summary report reflects an approximate balance as of the close of the fiscal period reported above. "Budget" column reflects the approved budget.
"Activity" column reflects actual expenses."Commitments" reflects encumbrances such as subcontracts and other commitments.
"Remaining Balance" column reflects the balance of each budget category based on actual and encumbered expenses.
NOTE: Pcard purchases will not appear on this report until they are reconciled.

Sample Report

HOW TO READ THE GRANT SUMMARY REPORT



1. **MONTH END CLOSE**: Report contains all expenses posted in Banner as of this date.
2. **INVESTIGATOR**: Lead PI of the project.
3. **BUDGET PERIOD**: Period for which funds have been obligated. Awards may be obligated in entirety or incrementally (ex. year-by-year).
4. **AGENCY NAME**: Villanova's Sponsor. If VU is a subaward, the name of the Prime Awardee will be listed here, not the agency where the finds originated.
5. **SPONSOR ID**: Award Number. *Note:* there may not be an ID assigned by the sponsor.
6. **VU INDEX**: Index assigned by VU financial at the time of award set up.
7. **FUND**: Same as VU Index.
8. **GRANT_DESC**: Name assigned by Research Accounting when Banner index is created.
9. **ACCOUNT CATEGORY**: Personnel costs, other non-personnel costs, indirect costs (IDC/F&A).
10. **ACCOUNT**: 4-digit Banner account code.
11. **ACCOUNT_DESC**: Name given to the 4-digit Banner account.
12. **BUDGET**: Approved budget/budget revision of funds obligated to date.
13. **ACTIVITY**: Actual expenses charged as of the month end close date.
14. **COMMITMENTS**: Expenses that have been encumbered through NovaBuy but not yet spent.
15. **REMAINING BALANCE**: Obligated funds available for project costs. BUDGET minus ACTIVITY minus COMMITMENTS.

GRANT TRANSACTION DETAIL REPORT

The Grant Transaction Detail Report provides a detailed listing of both payroll and non-payroll transactions posted to each 5-index during the current financial reporting period (typically one month). Unlike the Grant Summary Report, which displays cumulative expenditures from the award start, this report shows the individual transactions that make up those totals.

The Grant Transaction Detail Report includes:
- Payroll transactions: employee/student name, ID, and payroll period
- Non-Payroll transactions: specific expense amount, date posted in Banner, and description of the expense

Reviewing the Grant Transaction Detail Report ensures that PIs/Co-PIs can verify grant expenditures are accurate and complete.

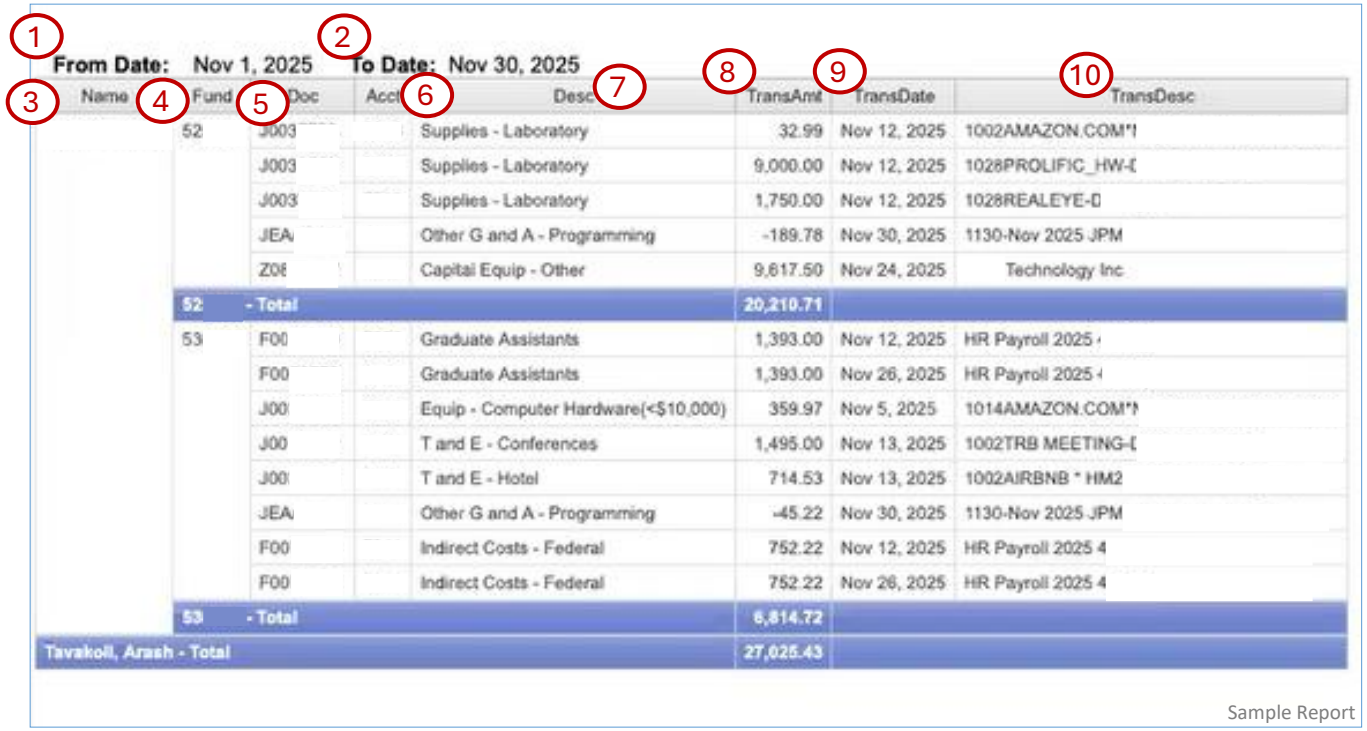
Regular monitoring of this report helps users:
- Verify that expected expenses have been posted
- Identify missing or delayed transactions
- Detect expenses that were charged to the grant in error
- Review transaction details to ensure costs are appropriate and allowable
- Address posting errors promptly, reducing the need for later corrections. Delays in identifying and addressing errors often result in PIs/departments/colleges having to absorb costs
- Maintain accurate financial records throughout the life of the award, reducing audit risks and the likelihood that costs will have to be removed and covered by PIs/departments/colleges

Grant Transaction Detail Reports are accessed via COGNOS. A link to COGNOS is emailed to the Lead PI of a project each month in the same message that contains the Grant Summary Report. To access the reports, follow these instructions:
https://villanova.teamdynamix.com/TDClient/2759/UNIT/KB/Article/164656/Cognos-Access-PI-Grant-Transaction-Detail-Reports

HOW TO READ THE GRANT TRANSACTION DETAIL REPORT (Transaction History – Distribution)

1. **FROM DATE**: First date of the month the report covers.
2. **TO DATE**: End date of the month the report covers.
3. **NAME**: Lead PI of the project.
4. **FUND**: Same as VU Index.
5. **DOC:** Type of financial record.
6. **ACCT**: 4-digit Banner account code.
7. **DESC**: Name given to 4-digit Banner account.
8. **TRANS AMT**: Amount of specific transaction.
9. **TRANS DATE**: Date that expense is posted to Banner Financial.
10. **TRANS DESC**: 30-character description transferred from Banner sub modules (Payroll, Procurement, Accounts Payable, and Grants), providing a brief description of the nature of the transaction.

Totals reflect total expenses posted in Banner for the period indicated by the 'From' Date and the 'To' Date.

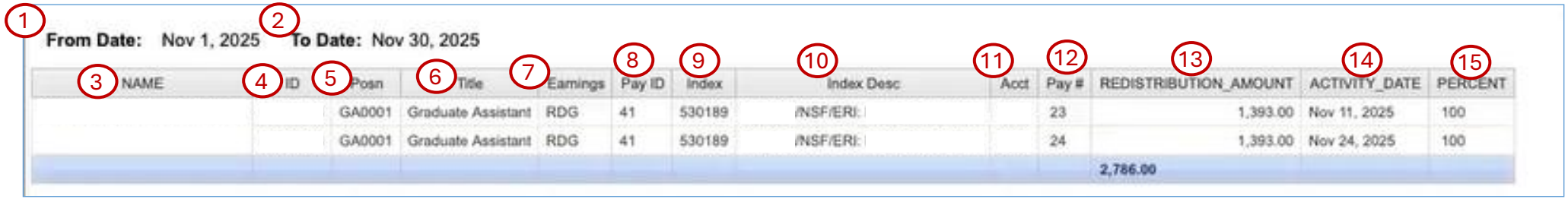


From Date: Nov 1, 2025 To Date: Nov 30, 2025

Name	Fund	Doc	Acct	Desc	TransAmt	TransDate	TransDesc
	52	J003		Supplies - Laboratory	32.99	Nov 12, 2025	1002AMAZON.COM*I
		J003		Supplies - Laboratory	9,000.00	Nov 12, 2025	1028PROLIFIC_HW-I
		J003		Supplies - Laboratory	1,750.00	Nov 12, 2025	1028REALEYE-I
		JEA		Other G and A - Programming	-189.78	Nov 30, 2025	1130-Nov 2025 JPM
		Z0I		Capital Equip - Other	9,617.50	Nov 24, 2025	Technology Inc
	52 - Total				20,210.71		
	53	F00		Graduate Assistants	1,393.00	Nov 12, 2025	HR Payroll 2025
		F00		Graduate Assistants	1,393.00	Nov 26, 2025	HR Payroll 2025
		J00		Equip - Computer Hardware(<$10,000)	359.97	Nov 5, 2025	1014AMAZON.COM*I
		J00		T and E - Conferences	1,495.00	Nov 13, 2025	1002TRB MEETING-I
		J00		T and E - Hotel	714.53	Nov 13, 2025	1002AIRBNB * HM2
		JEA		Other G and A - Programming	-45.22	Nov 30, 2025	1130-Nov 2025 JPM
		F00		Indirect Costs - Federal	752.22	Nov 12, 2025	HR Payroll 2025 4
		F00		Indirect Costs - Federal	752.22	Nov 26, 2025	HR Payroll 2025 4
	53 - Total				6,814.72		
Tavakoli, Arash - Total					27,025.43		

Sample Report

HOW TO READ THE GRANT TRANSACTION DETAIL REPORT (Grant Salary Distribution)



From Date: Nov 1, 2025 **To Date:** Nov 30, 2025

3 NAME	4 ID	5 Posn	6 Title	7 Earnings	8 Pay ID	9 Index	10 Index Desc	11 Acct	12 Pay #	13 REDISTRIBUTION_AMOUNT	14 ACTIVITY_DATE	15 PERCENT
		GA0001	Graduate Assistant	RDG	41	530189	/NSF/ERI:		23	1,393.00	Nov 11, 2025	100
		GA0001	Graduate Assistant	RDG	41	530189	/NSF/ERI:		24	1,393.00	Nov 24, 2025	100
										2,786.00		

1. **FROM DATE**: First date of the month the report covers.
2. **TO DATE**: End date of the month the report covers.
3. **NAME**: Individual who received compensation via VU Payroll (does not include non-employee stipends, NSF Participant costs, consultants, or subaward personnel).
4. **ID**: VU personnel identification number.
5. **POSN:** VU position control number.
6. **TITLE**: Banner job title.
7. **EARNINGS**: Assigned by Human Resources.
8. **PAY ID**: Payroll classification.
9. **INDEX**: Index assigned by VU financial at the time of award set up.
10. **INDEX DESC**: Description of index assigned by VU financial. Typically follows a consistent naming mechanism: Lead PI last name/Sponsor/Project Title.
11. **ACCT**: 4-digit Banner account code.
12. **PAY #**: VU payroll period.
13. **REDISTRIBUTION_AMOUNT**: Amount charged to the index.
14. **ACTIVITY DATE**: Date transaction posted in payroll system.
15. **PERCENT**: Percentage of wages allocated to the index.

FREQUENTLY ASKED QUESTIONS(FAQ)

Where do I find these reports?
The Grant Summary Report is emailed to the lead PI each month. In the email message, there is also a link to COGNOS where you can access the Grant Transaction Detail Report.

I'm a Co-PI, do I have any responsibility?
Yes! Sponsors and Villanova do not distinguish between PI and Co-PI as it relates to these responsibilities.

I'm the PI, do other people need to know this information?
As PI, you are responsible for sharing these reports with all Co-PIs and any other individual who may have financial and/or programmatic responsibility for the award.

What do I do with this information?
By definition, PIs and Co-PIs are responsible for all administrative, programmatic and financial aspects of a sponsored project and award. These reports are a tool and internal control providing PIs insight into the detailed transactions of a project. At minimum, PIs and Co-PIs are responsible for:

Making the best use of available funds to achieve research outcomes, including meeting the federal cost principles: Allowable, Allocable, Reasonable, and Consistent. Costs must:

- Be necessary for and provide direct benefit to the completion of the project.
- Be attributable to the project with a high degree of specificity.
- Be documented and justified appropriately, accurately, and completely.
- Avoid waste, fraud, and abuse of sponsor support.

Spending and Expense Monitoring, which entails:

- Submitting expenses timely and accurately, in accordance with University policy.
- Reviewing reports(s) in a timely fashion to ensure costs are accurate and consistent with plans.
- Reporting Errors to the Office of Grants and Contracts (OG&C) as soon as error or inaccuracies are identified.

FREQUENTLY ASKED QUESTIONS(FAQ)

How do I report an error in the report?
Errors or inaccuracies should be reported to the Office of Grants and Contracts (OG&C) as soon as they are discovered.

What's the adjustment period?
The federal government and Villanova University abide by a ninety (90) day adjustment period. Any errors identified more than 90 days after an expense has posted will be moved to a non-grant index.

Will my project be audited?
All sponsored awards are subject to audit by Villanova and/or the sponsor. An audit would generally focus on whether expenses are allowable, properly documented, accurately allocated to the project, and consistent with the approved budget and applicable funding requirements. It is crucial for PIs/Co-PIs to maintain active management throughout the entire award period.

I didn't agree to this, did I?
Yes! When a PI or Co-PI certifies the Cayuse SP record at the proposal stage, they agree to *"use funds for the intended purpose as outlined in the scope of work, budget, and budget justification and* ***monitor financial reports*** *to ensure posted expenses are correct and allocable to the project."*

Where are my P-card purchases?
P-card Purchases will not appear on the Grant Summary Report until they are reconciled and posted in Banner.